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# Gender equality plan of the Institute of Microbiology of the CAS



Czech Academy  
of Sciences



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## Preamble

Gender equality is a fundamental value of the European Union and one of the UN Sustainable Development Goals. In the developed world today, equal opportunities, inclusion, diversity and gender equality are applied in research and education. Moreover, many areas of science and research are expanding their methodology to include a gender perspective. The Institute of Microbiology of the Czech Academy of Sciences, v.v.i ("IMIC") will implement a variety of measures to promote gender equality as part of its strategic commitment to the principles of transparency, equality and inclusion. At the same time, it will pursue measures to reconcile the work and personal lives of all its employees and students. Furthermore, it clearly declares that the principle of equal opportunities applies to all positions at MBU through the application of the principle of gender equality in selection procedures, nominations to advisory or professional bodies, the system of regular evaluation of persons and laboratories, and remuneration.

The IMIC fully respects the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#) in all areas of its activities, including freedom of research, ethical principles, professional responsibility and access, good research practice, dissemination of results, public engagement, non-discrimination, gender balance, co-authorship, working conditions, job stability, career development, mobility, evaluation and recruitment.

## Introduction

The Institute of Microbiology of the CAS (IMIC) is the largest institute in the Czech Republic that comprehensively studies the properties of microorganisms (bacteria, yeasts, fungi and algae) as well as mammalian and other cell lines in terms of basic research and their practical applicability in industry or medicine. By the end of 2022, the core research organisational units of the IMIC were 25 scientific laboratories, 4 scientific service centres and 3 administrative centres. The IMIC consists of the Prague headquarter and 4 detached workplaces (Biocev Centre in Vestec, Algatech Centre in Třeboň, Gnotobiology Centre in Nový Hrádek, Centre for Nanobiology and Structural Biology in Nové Hradky). The IMIC staff consists of academic workers, students and administrative and other supporting employees. The IMIC mission is to ensure equal opportunities and working conditions for all positions. As part of a healthy internal environment, the IMIC will focus on the needs of male and female employees at different career stages from junior to senior positions.

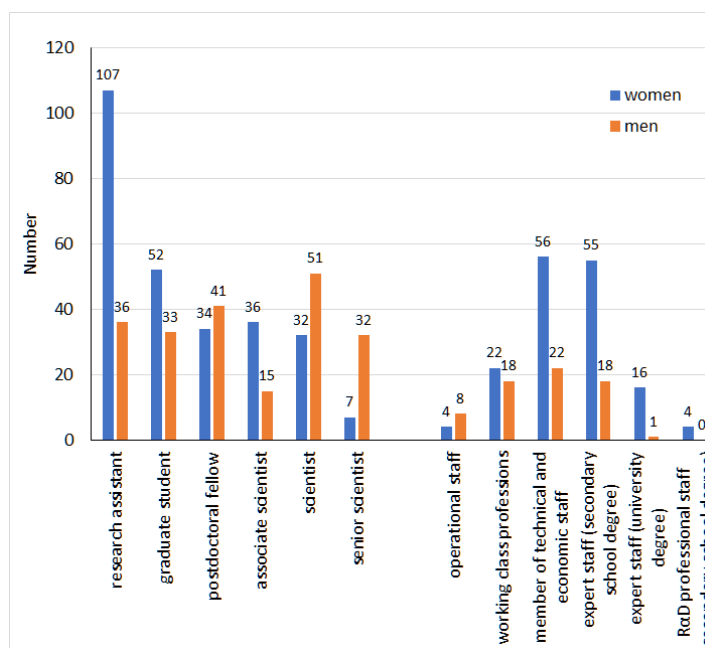
## The starting point of the Equal Opportunities Plan

In 2021, the first IMIC Gender Equality Plan was developed. In order to improve this plan and bring it in line with the European standard, in 2022 IMIC underwent a gender audit, which identified the current state of the internal environment and was prepared by an external company - Gender Information Centre NORA, o.p.s. The audit was conducted at the IMIC in the period September-December 2022 in three phases in accordance with the requirements defined by the Standard for Gender Audit of the Office of the Government of the Czech Republic. This audit consisted of collection of internal documents and statistical data on IMIC, questionnaire surveys and individual interviews and group discussions. The data collected were subjected to content analysis. The gender audit report contained a set of recommended measures reflecting the results of the audit investigation. These recommendations were presented at the institutional web page and form an important part of the IMIC's objectives for the development of the IMIC's Gender Equality Plan.

## The initial personnel statistics

The IMIC regularly analyses data on staff and students by gender, age, employment position or committee membership. As of September 30, 2022, IMIC employed a total of 700 persons, of which 425 were female and 275 were male. Of this total, the male and female staff can be classified into scientific positions (postdoctoral researcher; research assistant; research scientist; senior research scientist; research assistant; PhD student), in which 268 women and 208 men are employed at IMIC, and non-scientific positions

(professional staff, technical staff, supporting labour professions, and administrative service), in which 157 women and 67 men are employed (Figure 1). The proportional difference shows that 63% of employed women and 76% of employed men work in a scientific position.



**Graf 1.** Stratification of female and male employees at the MBU by position as of 30.9.2022

	2020				2021			
	female		male		female		male	
	number	FTE	number	FTE	number	FTE	number	FTE
Number of employees (active contract)	438	353	293	243,64	427	359,98	278	236,49
Maternity, parental leave	25		0		28		1	
Long-term unpaid leave over 4 weeks	1		0		3		2	
Professional R&D staff	96	76,15	36	29,9	94	79,95	37	30,45
Ph.D. student	51	44,1	35	25,5	53	46,15	34	25,2
Postdoctorand	37	31,5	37	34,95	40	37,54	32	28,9
Research assistant	33	25,8	17	15	37	28,8	19	18,3
Research scientist	36	27,97	60	47,05	35	29,5	53	44,55
Research group leader	6	5,35	32	27,8	6	5,15	32	29,85
<b>Total</b>	<b>259</b>	<b>210,87</b>	<b>217</b>	<b>180,2</b>	<b>265</b>	<b>227,09</b>	<b>207</b>	<b>177,25</b>

**Table 1:** Overview of the staffing statistics of the IMIC in 2020-2021

## Implementation and responsibility

The IMIC accepts the findings of the gender audit and will take measures to effectively implement the proposed recommendations. It will strengthen the existing 'Gender Equality Team' (GET) in terms of staff and expertise to propose concrete practical steps, oversee and guarantee the implementation of the commitments set out. The GET's independence and expertise will be ensured by the involvement of an external specialist. At the same time, the number of internal members will be expanded on the basis of the interest expressed by employees and according to their job title, so that the interests of all employee groups are represented. The designated GET leader will select a group of colleagues with sufficient expertise and competence to ensure that policies and procedures are effectively implemented so that problems encountered by male and female staff can be adequately and effectively addressed. The formalisation of the newly established GET will reflect, among other things, the audit recommendation that persons serving on the GET should have an adequate level of employment and a defined job description and location. This should avoid the assumption of duties and responsibilities arising from the GET by a person who does not have sufficient time capacity or has different work priorities. These steps will ensure the functionality of the GET, which will thus have the capacity to defend the rights of potential victims as well as the rights and interests of the IMIC, and to create conditions for equality for all male and female employees.

## New measures and tools

The new measures and the concrete steps for their implementation, including the definition of responsibilities and the timing of implementation, are set out in Table 2. The measures are divided into the following thematic areas:

### 1. Institutional guarantee of gender equality policy

As recommended, the IMIC will conduct periodic gender audits to determine the current situation of the workplace and evaluate the success of the measures taken. Responsibility for the implementation of the various measures of this plan (hereafter referred to as GEP) is the responsibility of the GET. The management of the institution is interested in the successful implementation of the measures and therefore it will actively create the conditions for the GET to act. The IMIC shall allocate the necessary funds for the activities of the GET and the implementation of this plan. Existing internal documents of the IMIC will be revised to be gender balanced using gender sensitive language.

Responsibility: IMIC management

### 2. Gender balance in leadership and decision-making

The IMIC will strive for gender balance in leadership positions. It will actively encourage women to apply for leadership positions and membership in scientific, professional and advisory committees and bodies within and outside the IMIC.

Responsibility: IMIC management

### 3. Gender equality in recruitment and career development

The IMIC will ensure an open and transparent selection process when recruiting new staff. Recruitment will be based on qualifications and demonstrated competencies. The IMIC will ensure that selected staff responsible for recruitment and evaluation procedures are trained in inclusive and non-discriminatory practices. To facilitate the integration of new staff, a handbook will be prepared to facilitate administrative orientation in the IMIC. These and

other IMIC documents will also be provided in English for foreign staff. Information on the staff evaluation system and on the rules of the recruitment process will be published regularly.

Responsibility: IMIC management, HR, Heads of Units

#### 4. Gender equality in remuneration

The IMIC will continue collecting gender-segregated data on staff representation by committee membership, career ladder position, and remuneration. Gender pay equity in the same job categories will be promoted and actual average salaries by job level will be published. Male and female employees will be clearly informed about the possible benefits provided by the IMIC.

Responsibility: IMIC Management, Heads of Units

#### 5. Balancing work and personal life

The IMIC will facilitate and further promote flexible working arrangements and the creation of conditions for childcare and family care that enable employees to balance work and family responsibilities. Information on the support on offer to caring employees will be distributed regularly.

Responsibility: IMIC management, Heads of Units

#### 6. Measures against gender-based violence, including sexual harassment

The IMIC will develop preventive measures against bullying or sexual harassment and other forms of gender-based violence and will develop procedural tools to enable complaints to be made and addressed. The IMIC will appoint and train a responsible person or management advisory body for this purpose. To facilitate the handling of possible cases of harassment or gender-based violence, an internal guideline will be prepared to define the procedure for dealing with reported cases, including possible sanctions.

Responsibility: IMIC management, Heads of Units

#### 7. Integrating the gender dimension into the content of research and innovation

The IMIC will train relevant male and female staff on the topic of the gender dimension in research in cooperation with the National Focal Point Gender and Science. It will seek to be involved in European projects with this focus. The IMIC will strive to promote and integrate the gender dimension in research and innovation through the promotion of good practice and the popularisation of gender-sensitive research.

**Table 2: Gender Equality Plan of the Institute of Microbiology of the Czech Academy of Sciences (GEP IMIC)**

<b>1. Objectives of the organization and institutional guarantee of the gender equality policy</b>							
<b>Objective</b>	<b>Measure/action-description</b>	<b>Priority</b>	<b>Group targeted</b>	<b>Timeframe/period</b>	<b>Indicator/s</b>	<b>Responsibility/Implementation</b>	<b>Impact of implementation (Institutional/structural; internal culture; individual)</b>
<b>1.1 Systematically promote equal opportunities</b>	Conduct a regular gender re-audit	Intermediate	Employees	By the end of the year 2026	Final report of the gender re-audit	Management of the Institute	Internal culture
<b>1.2 Systematically promote equal opportunities</b>	Establish responsibilities for specific persons for the implementation of individual GEP measures	High	Employees /GET team	Until 09/2023	Specific persons responsible for the implementation of each measure will be nominated	Management of the Institute	Internal culture
<b>1.3 Systematically use gender-sensitive language in internal documents</b>	Revise existing IMIC internal documents regarding the use of gender-sensitive language	Intermediate	Employees/public	By the end of the year 2025	Revised internal documents	Management of the Institute	Internal culture
<b>1.4 Systematically promote equal opportunities</b>	Raise awareness of the existence and function of GET	High	Employees /GET team	Continuously	Publication of information on the official IMIC website, intranet and annual report. Newsletter distribution.	Management of the Institute	Institutional

<b>1.5 Systematically promote equal opportunities</b>	Increase GET expertise	High	Employees /GET team	Continuously	Professional training, attendance lists	Management of the Institute	Institutional
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<b>2. Personnel policy</b>							
<b>2.1 Promoting equal opportunities</b>	To train the attestation committee in anti-discrimination behaviour	High	Employees / attestation committee	Continuously	Professional training, attendance lists	Personnel Department	Institutional
<b>2.2 Promoting equal treatment in the selection procedure</b>	To train members of selection committees in anti-discrimination	High	Employees / selection committee	Continuously	Professional training, attendance lists	Management of the Institute	Institutional
<b>2.3 Promoting equal opportunities</b>	Raise awareness of the system of regular evaluation of male/female employees	High	Employees	Until 09/2023	Published information on the regular staff appraisal system on the intranet	Management of the Institute	Institutional
<b>2.4 Promoting equal opportunities</b>	Use a gender-balanced title for advertised positions	High	Employees	Continuously	Gender-balanced job titles	Personnel Department	Institutional
<b>2.5 Transparent selection procedure</b>	Increase awareness of the recruitment process and rules	Intermediate	Employees	By the end of the year 2023	Published information on the rules and procedure of the recruitment process	Personnel Department	Institutional
<b>2.6 Improvement of the adaptation process of new employees</b>	Prepare and distribute welcome manuals to meet the needs of new employees	Intermediate	Employees	By the end of the year 2023	Welcome manual at all IMIC sites	Management of the Institute	Institutional



<b>2.7 Promoting equal opportunities</b>	Revise the Career Code to include technical and economic staff	Intermediate	Employees, public	Until mid-year 2024	Internal document	Management of the Institute	Institutional
<b>2.8 Systematic promotion of equal working conditions</b>	Translate all internal directives and regulations into English	High	Employees	Continuously	Internal documents in English	Management of the Institute	Institutional
<b>2.9 Improving workplace relations</b>	Train Heads of Units in managerial competencies and conflict prevention and resolution regarding gender issues	Intermediate	Heads of Units	Continuously	Professional training, attendance lists	Management of the Institute	Institutional
<b>2.10 Supporting women's career development</b>	Actively encourage women to apply for leadership positions or positions in professional and occupational organisations	Intermediate	Employees	Continuously	Increase the number of women IMIC employees in leadership positions or in professional and professional organizations inside and outside IMIC	Management of the Institute	Individual

3. Wage policy							
<b>3.1 Promoting equal pay for women and men</b>	Collect gender-segregated data on pay and evaluate it regularly. In addition to the average wage for men and women, it is also possible to compare their median wages for specific jobs	High	Employees	Continuously	The Staff Union regularly submits gender-segregated remuneration data to the Institute's management at the end of each calendar year.	Personnel Department	Institutional
<b>3.2 Promoting equal pay for women and men</b>	Publish average wages in relation to the sex/gender category and to the job categories in which persons performing the same or equivalent work are classified	High	Employees	Continuously	Gender-segregated remuneration data is published in the annual report	Personnel Department	Institutional
<b>3.3 Promoting equal pay for women and men</b>	Increase awareness of the benefits on offer	Intermediate	Employees	By the end of the year 2023	Publication of information about the benefits offer in at least three information materials	Management of the Institute	Institutional
<b>3.4 Promoting equal pay for women and men</b>	To map the representation of men and women among grant applicants and their success rates	Intermediate	Employees	Continuously	Existence of gender segregated data on applicants/women.	Grant Department	Institutional

4. Reconciling work and personal life							
<b>4.1 Promoting work life balance</b>	Raise awareness of the offer of support for caring employees	High	Employees	Continuously	Published information on the offer of support for caring employees	Management of the Institute	Institutional
<b>4.2 Promoting work life balance</b>	Formalise working from home (home-office)	Intermediate	Employees	By the end of the year 2024	Internal document produced	Management of the Institute	Institutional
<b>4.3 Promoting work life balance</b>	Formalise flexible forms of working	High	Employees	By the end of the year 2024	Unified flexible working rules for all employees.	Management of the Institute	Institutional
<b>4.4 Promoting work life balance</b>	Ensure work safety for pregnant women	High	Employees	By the end of the year 2023	Established work safety rules for pregnant women.	Management of the Institute	Institutional
<b>4.5 Promoting work life balance</b>	Consider the establishment of a childcare group or alternatives	High	Employees	Continuously	Record of the meeting on the children's group establishment	Management of the Institute	Institutional

5. Organisational culture and relationships in the workplace							
<b>5.1 Preventing bullying or sexual harassment in the IMIC environment</b>	Establish a code of decency and preferred conduct in the IMIC environment, including the inclusion of a clear rejection of sexual and gender-based harassment and a declaration of efforts to prevent it	High	Employees	By the end of the year 2023	Code of Decency and Preferred Conduct in the IMIC Environment	Management of the Institute	Institutional
<b>5.2 Preventing bullying or sexual harassment in the IMIC environment</b>	Train the responsible person or management advisory body of the institute in dealing with sexual harassment that has been formally reported	High	Employees	Until mid-year 2024	A person responsible for dealing with bullying and sexual harassment will be appointed and trained at IMIC	Management of the Institute	Institutional
<b>5.3 Preventing bullying or sexual harassment in the IMIC environment</b>	Promote research results achieved by women and gender-sensitive research	Intermediate	Employees	Continuously	Popularization outputs	Management of the Institute	Internal culture
<b>5.4 Preventing bullying or sexual harassment in the IMIC environment</b>	Publish the procedure for dealing with situations of sexual harassment on the IMIC intranet or website	High	Employees	Until mid-year 2024	A published procedure for dealing with bullying and sexual harassment	Management of the Institute	Institutional

<b>5.5 Preventing bullying or sexual harassment in the IMIC environment</b>	Prepare an internal directive on the procedure for dealing with situations of negative work conduct, including formal and informal channels	High	Employees	By the end of the year 2024	Internal guidelines on the procedure for dealing with negative work behaviour, including definitions of gender-based harassment, a list of intolerable behaviour, the procedure for dealing with reported cases and an overview of possible sanctions	Management of the Institute	Institutional
<b>5.6 Preventing bullying or sexual harassment in the IMIC environment</b>	Monitor complaints directed to IMIC	Intermediate	Employees	Continuously	Statistics on complaints made, including the gender category, the status of those involved, the type of behaviour involved in each case and the outcome of the complaint	Management of the Institute	Institutional
<b>5.7 Promoting equality in the IMIC environment</b>	Train the PR department in the presentation of men and women with regard to gender sensitivity	Intermediate	Employees	Continuously	Professional training, attendance lists	Management of the Institute	Individual

6. Gender dimension of research							
<b>6.1 Involvement in European projects focusing on the gender dimension in research content</b>	Train relevant employees on "Gender Dimension in Research Topics" in collaboration with the National Focal Point - Gender and Science	Intermediate	Employees	Continuously	Professional training, attendance lists	Management of the Institute	Internal culture
<b>6.2 Promoting the gender dimension of research</b>	Participate in the activities of the Community for Change organised by the National Contact Centre - Gender and Science since 2015	High	Employees	Continuously	Participation of IMIC in the activities of the Community for Change	Management of the Institute	Internal culture
<b>6.3 Promoting the gender dimension of research</b>	Popularising research that properly takes gender issues into account and promoting good practice	Intermediate	Employees	Continuously	Popularization outputs	Management of the Institute	Internal culture